



SAMPLE RESUME FOR PRINCIPALS

Please follow the chronological resume format provided.

- Do not modify the template.
- Use only the following fonts: Arial, Calibri, or Times New Roman (12pt – 11pt)
- No more than two pages
- Ensure specificity of dates, duties, assignments, and role
- Use PGCPS Oracle titles

Not following the below instructions may result in disqualifications regarding candidacy.

FIRST NAME LAST NAME

City, State

Contact Number · Email Address (interal applicants must use their PGCPs email address)

EDUCATION

Month, Year

Name of Institution, Degree, Area of Focus

[EXAMPLE]

May 2010

Howard University, Bachelors of Science, Elementary Education

CERTIFICATIONS

Expiration Month, Year

State, Licensure Certification

[EXAMPLE]

June 2024

Maryland, Administrator II

School-Based Administrator Experience

Start Month, Year at Location

Name of School District, School Name/Location

Position Title

[EXAMPLE]

August 2015 to Present

Prince George's County Public Schools, Seabrook Elementary

3rd-grade classroom teacher

OTHER CERTIFICATIONS, AWARDS, ACCOMPLISHMENTS

(Microcredentials / Presentation / Instructional / Professional Experiences)

[EXAMPLE]

Wilson Reading System Level 1 and Group Mastery Practicum Certifications

REFERENCES

Name, Title, Work Location

Contact Information

[EXAMPLE]

Dr. Sofia Hernandez, Principal, Martin Luther King Jr. Elementary School

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